



TriCounty

TECHNICAL COLLEGE

CORPORATE AND COMMUNITY EDUCATION

Summer 2020 Course Schedule | 864-646-1700 | www.tctc.edu/LEARN

CHOOSE YOUR FUTURE

**GET
STARTED
TODAY ... FAST,
FOCUSED, FLEXIBLE,
TRAINING THAT
WORKS!**

**TRAINING
SCHOLARSHIPS
AVAILABLE**



Fast, Focused, and Flexible Training Programs



Welcome to the Corporate and Community Education (CCE) Division with Tri-County Technical College! The Workforce industry is constantly growing in Anderson, Oconee, and Pickens counties and the CCE Division is committed to offering educational and training programs to fill the employment needs within the industry.

We have a diverse population of students from veterans, individuals who are unemployed and/or seeking a career change, a new skill or trade, advancement opportunity, and/or a national certification or licensure.

Check out our training programs that are designed to fit your schedule. Inside you will find numerous Quickjob Training Programs and/or National Certifications that will contribute to providing you with the skills and training needed to obtain a sustainable wage.

If you need financial assistance to help pay for training, the Workforce Scholarship is available for those who qualify. For more information about our programs and how to apply for a scholarship, please attend an Open House (see page 5 for dates and times), visit tctc.edu/learn, or call 864-646-1700.

We look forward to assisting with your educational journey and career path.

A handwritten signature in blue ink that reads "Richard S. Cothran EdD". The signature is fluid and cursive.

Dr. Richard Cothran

Dean, Corporate and Community Education, Tri-County Technical College

For up-to-the-moment information on our special events, scholarships, courses and more, find us on Facebook at ***[WWW.FACEBOOK.COM/TCTC.CCE](https://www.facebook.com/TCTC.CCE)***.

COURSE LISTINGS

Tri- County Technical College offers a wide range of exciting courses in numerous fields. Some of our most popular programs are listed here, but to see everything available to you and for updates, visit www.tctc.edu/Learn. Course schedules and prices listed in the schedule booklet are subject to change without notice. **SCHOLARSHIP OPPORTUNITIES AVAILABLE CALL 864-646-1700 FOR DETAILS.**

CHANGE NOTIFICATION: Due to the COVID-19 pandemic, the Corporate and Community Education Division reserves the right to make the necessary revisions, as needed, to accommodate students affected by course and schedule changes and curricula delivery method. This includes but not limited to canceling or rescheduling courses. Please visit tctc.edu/Learn for course updates.

WAYS TO REGISTER

- 1. ONLINE:** Search for courses, register, and pay with a credit or debit card online at www.tctc.edu/Learn.
- 2. BY PHONE:** 864-646-1700 or toll-free (within the 864 area code) 1-866-269-5677, ext 1700.
- 3. IN PERSON:** Stop by our Pendleton campus to register and pay in person: Monday–Thursday: 8 am–6:30 pm, Friday: 8 am–2 pm, Saturday: Hours vary weekly. (Accepted forms of payment are cash, personal & cashier's check, and money order.)

PENDLETON CAMPUS: 7900 Hwy 76, Pendleton, SC
(Industrial & Business Development Center)

LEGENDS AND ABBREVIATIONS

M = MONDAY
T = TUESDAY
W = WEDNESDAY
R = THURSDAY
F = FRIDAY
S = SATURDAY
U = SUNDAY

Anderson QJC—Anderson QuickJobs Center, 512 Michelin Blvd, Anderson
Anderson—Anderson Campus, 511 Michelin Blvd, Anderson
AnMed—AnMed Health, Anderson
Cannon—Cannon Memorial Hospital, Pickens
Easley—Easley Campus, 1774 Powdersville Rd, Easley
Oconee—Oconee Campus, 552 Education Way, Westminster, SC 29693
Oconee QJC—Oconee QuickJobs Center, 104 Vocational Dr, Seneca
OMH—Oconee Medical Hospital, Seneca
Pendleton—Pendleton Campus, 7900 Hwy 76, Pendleton
Pickens QJC—Pickens QuickJobs Center, 1774 Powdersville Rd, Easley
ITC—Industrial Technology Center, Sandy Springs, 5321 Highway 76, Pendleton

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ICONS

QJ **QuickJobs Certificates** are the most in-demand programs in our area. Designed to train you and get you into the workforce within 6 months or less. Class locations vary by program.



National Certification: These programs incorporate a national exam, which if passed, will result in a certificate that is recognized nationally.



Acceleration Learning Center: Course is held at the Acceleration Learning Center.



Online Course: Course is offered online.



VA Approved: Many courses in this catalog have been approved for the GI Bill program by the state approving agency. Contact us for more information.

GET STARTED

YOU'RE MERE MONTHS FROM A NEW CAREER



IN ABOUT **ONE MONTH**:

- Certified Fiber Optics Technician
- Pre-Highway Inspector: SCDOT Asphalt Roadway/Earthworks Certification
- Certified Nursing Assistant (CNA)
- Truck Driving (CDLA, CDLB or Dump Truck Driver)
- Flagger
- Customer Service Representative
- Real Estate Professional (First Year Sales, Post Licensing)
- Certified Sales Professional

IN ABOUT **TWO MONTHS**:

- SC Manufacturing Certification (SCMC)
- Certified Logistics Technician
- Electrical Wiring, Residential
- Electrocardiograph Technician (EKG)
- Heavy Equipment Operator



IN ABOUT **THREE MONTHS**:

- Computer Service Technician
- Power Line Worker
- Human Resources (SHRM-CP)
- Network Support Specialist
- Real Estate Agent
- Human Resources (SHRM-SCP)
- Phlebotomy Technician

IN ABOUT **FOUR MONTHS**:

- Electrical Wiring, Commercial
- CNC Operator



QUICKJOBS

TRAINING PROGRAMS FAST, FLEXIBLE, FOCUSED TRAINING

QuickJobs Training Programs are six months or less, and some are as short as a few weeks. These short-term certificate programs provide training for high-demand jobs, and while they are designed to lead to immediate employment, many of the courses will transfer for credit toward Tri-County Technical College's academic programs. QuickJobs Training Programs have been developed for fields where there is strong local job growth.

TRAINING SCHOLARSHIPS AVAILABLE!

EVENINGS, WEEKENDS, HYBRID
CLASSES AND ONLINE CLASSES!

IN ABOUT **SIX MONTHS**:

- Emergency Medical Technician (EMT)
- Mechatronics
- Medical Billing and Coding Specialist



***INTERESTED IN A QUICK JOB TRAINING PROGRAM?
FAST, FLEXIBLE, FOCUSED TRAINING THAT WORKS!***



ATTEND AN OPEN HOUSE!



The Corporate & Community Education (CCE) QuickJobs Training programs include compressed training usually tied to national, state, and/or third party criteria/requirements—so that when you achieve your certificate(s), it is meaningful to employers in our area and beyond.

INTERESTED IN APPLYING FOR A SCHOLARSHIP?

***DATES: MAY 5 • MAY 19 • JUNE 2 • JUNE 16 • JUNE 30 • JULY 14 • JULY 28
AUGUST 11 • AUGUST 25***

TIMES: 9-10 AM AND 4-6 PM

LOCATION: PENDLETON CAMPUS, INDUSTRIAL AND BUSINESS DEVELOPMENT CENTER

Once you have secured a position in your career field, if an Associate Degree is your goal, we can help you to continue your education. Some of your coursework might even transfer to a degree program at TCTC.

CALL 864-646-1700 OR VISIT TCTC.EDU/LEARN

BUSINESS ADMINISTRATION / IT

ACCOUNTING FUNDAMENTALS

ACCOUNTING FUNDAMENTALS

In this course, you'll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You'll get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. For more information, visit www.tctc.edu/ed2go or call 864-646-1700.

Starts 5/13 ONLINE..... \$139

Starts 6/17 ONLINE..... \$139

Starts 7/15..... ONLINE..... \$139

Starts 8/12 ONLINE..... \$139

QUICKBOOKS: GET GOING

This course is taught by a Certified QuickBooks ProAdvisor. Textbook is included. Students will be introduced to the following topics: Getting Started, Setting Up a Company, Working with Lists, Setting Up Inventory, Selling Your Product, Invoicing for Services, Processing Payments, Working with Bank Accounts, Entering and Paying Bills, and Memorizing Transactions.

9/17–9/24..... R 5:30–9:30 pm \$225

QUICKBOOKS: KEEP GOING

This course is taught by a Certified QuickBooks ProAdvisor. Textbook is included. Students will be introduced to the following topics: Customizing Forms, Using Other QuickBooks Accounts, Creating Reports, Creating Graphs, Tracking and Paying Sales Tax, and Preparing Payroll with QuickBooks.

PREREQUISITE: Computer skills and beginner-level experience with QuickBooks or QuickBooks: Get Going

10/15–10/22....R 5:30–8:30 pm \$225

ONLINE QUICKBOOKS

Learn to manage the financial aspects of your small business quickly and efficiently using Quickbooks. Online courses start each month and last six weeks for a total of 12 (2 hour) lessons!

Starts 5/13 ONLINE..... \$149

Starts 6/17 ONLINE..... \$149

Starts 7/15..... ONLINE..... \$149

Starts 8/12 ONLINE..... \$149

For more information, visit www.tctc.edu/ed2go or call 864-646-1700.

**FOR MORE INFORMATION ON ANY OF OUR
BUSINESS ADMINISTRATION PROGRAMS, VISIT
WWW.TCTC.EDU/LEARN.**

ADMINISTRATIVE OFFICE

BUSINESS OFFICE SUPPORT SPECIALIST (BOSS)

QJ  ALC CONTINUOUS START DATES

This course is offered in the Acceleration Learning Center (see page 11) and is designed to help you prepare for employment in today's computerized offices. Administrative professionals are the largest segment of the office workforce! Today's skills require excellent customer service skills and use of technology to be able to use integrated computer software applications for organization and scheduling, document preparation, storage, retrieval, and bookkeeping with emphasis on electronic record-keeping. Courses include Microsoft Word, Excel, PowerPoint, Customer Service, and QuickBooks (optional). For individuals who complete QuickBooks, they will be eligible to take the QuickBooks Certified User (QBCU) exams. Also, additional certification prep course options are available for individuals who would like to earn a Microsoft Office Specialist (MOS) Word, Excel, and/or PowerPoint Certification. For more information, call 864-646-1733.

BOOKKEEPING & PAYROLL SPECIALIST

QJ  ALC CONTINUOUS START DATES

This course is offered in the Acceleration Learning Center (see page 11) and is designed to provide training for an entry-level accounting and/or payroll specialist position. The certificate earned will indicate to an existing or prospective employer that you have both the manual and computerized exposure to basic accounting principles, together with other essential knowledge and skills. Courses include: Accounting Basics, Excel: Beginning, Excel for Accounting, Payroll Accounting, Quickbooks Beginning, and Quickbooks Intermediate. For more information, call 864-646-1733.

MICROSOFT OFFICE VALUE SUITE

Learn to use the basic features of Microsoft Word, Microsoft Excel, and Microsoft PowerPoint, three of the most fundamental software programs used in educational and professional settings. New Classes Start each month!

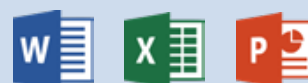
Starts 5/13 ONLINE.....\$349

Starts 6/17 ONLINE.....\$349

Starts 7/15..... ONLINE.....\$349

Starts 8/12 ONLINE.....\$349

Also, individual classes are offered every month for \$155 each. For more information, visit www.tctc.edu/ed2go or call 864-646-1700.



BUSINESS ADMINISTRATION / IT

HUMAN RESOURCES

SHRM® ESSENTIALS OF HUMAN RESOURCE MANAGEMENT CERTIFICATE

SHRM Essentials is ideal for those who are:

1) New to HR, 2) Small business owners, and 3) Managers and professionals with HR responsibilities. Included in the program is a printed reference book and web-based study tools and resources to help you master HR concepts.

Topics covered in this course include:

- Human Resource Management
- Talent Acquisition
- Total Rewards
- Learning and Development
- Performance Management



9/22–10/20.... T6–9 pm..... Pendleton.....\$599

Includes course manual and access to the web-based software for 18 months from the date of purchase. For more information, visit www.tctc.edu/shrm.

SHRM LEARNING SYSTEM® FOR SHRM-CP AND SHRM-SCP CERTIFICATIONS

This 36-hour course, designed primarily as preparation for SHRM's Certified Professional (CP) and Senior Certified Professional (SCP) examinations, combines expert instruction with the 2019 SHRM Learning System. The hybrid format helps participants to work at a manageable pace, and ideally encourages a more comprehensive, and better retained, learning experience. In addition to administering formal learning materials, the instructor will provide real-world examples, and peer discussion is encouraged. Classes are offered within a condensed evenings schedule, to help meet the needs of busy professionals. The classroom sessions also provide an excellent opportunity for participants to network with other HR professionals. **Who Should Enroll?** Professionals who enroll in this course have typically worked in human resource positions for at least two years. Includes all materials.

9/10–12/2..... R6–9 pm..... Pendleton.....\$1,595

NEW

TRI-COUNTY TECHNICAL COLLEGE SALES INSTITUTE CONSULTATIVE SALES

NEW! CONSULTATIVE SELLING: CERTIFIED SALES PROFESSIONAL

Every business needs satisfied customers to be successful. One in four open job postings requires sales or customer-facing skills. Consultative Selling is the heart of the sales process. Sales is not pushing things on people; sales is connecting people's needs with the products and services of your organization. Students in Consultative Selling will build and hone the fundamental skills necessary for effective sales and customer support conversations. Students will learn to build relationships, gain interest, understand needs, present solutions (not pitches), close for true commitment, and handle genuine customer objections. In the real world, everyone wants to be comfortable with making decisions, and they value the sales or support person who helped them achieve that comfort. Consultative Selling students will learn the exact same sales skills that have been taught to sales professionals worldwide. Graduates of Consultative Selling will be highly prepared to get hired and perform well in sales careers.

CONSULTATIVE SELLING: CERTIFIED SALES PROFESSIONAL LIVE ONLINE

5/26–5/28TWR 8:30 am–5 pm Pendleton..... \$1,185
6/2–6/25TR 6–9 pm Pendleton..... \$1,185
6/29–7/1M–W 8:30 am–5 pm Pendleton..... \$1,185
8/18–9/10.....TR 6–9 pm Pendleton..... \$1,185
8/24–8/26M–W 8:30 am–5 pm Pendleton..... \$1,185

**FOR MORE INFORMATION, CALL 864-646-1700 OR VISIT
WWW.TCTC.EDU/SALES.**

**1 IN 4 POSTED JOBS
ARE IN SALES**



Quick. Affordable. Effective.

Online Courses

Bundled to Save You \$\$!

SAVE!

SUITE & SERIES DISCOUNTED BUNDLES

Suite and Series Bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area.

SUITES

- Administrative Assistant Suite
- Basic Computer Skills Suite
- Computer Networking Suite
- Grant Writing Suite
- Microsoft Office Value Suite
- Project Management Suite

- Web Design Value Suite
- Writing and Editing Value Suite

SERIES

- Accounting Fundamentals Series
- Grammar Refresher Series
- HTML and CSS Series
- Medical Terminology Series

- Microsoft Excel Series
- Microsoft Word Series
- PMP Series
- QuickBooks Series
- Speed Spanish Series
- Supervision and Management Series
- Vet Assistant Series

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners and offer new course sessions monthly.

Course Features:

- 24-Hour Access
- Online Discussion Areas
- 6 Week Format
- Expert Instructor
- Monthly start sessions

Call or visit our website to view course descriptions, start dates and enroll:

864-646-1700

www.tctc.edu/OnlineBundles



Online Career Training Programs

Our online programs can start you on a path to an in-demand profession or help advance your current career with industry certification. You may begin these programs at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a certificate of completion.

All materials are included in the program fees. Each course has an instructor assigned to answer questions and solve student problems.

Features:

- 6-18 month self-paced, start anytime
- Textbook and materials included
- Prepare for industry certification
- Certification exam vouchers are included
- Financial assistance available
- Student advisors provide you coaching, motivation, and career readiness support

Jump Start Your Career or Find a New One

- CPC Medical Billing and Coding (Voucher Included)
- Certified Bookkeeper
- Human Resources Professional
- Certified Medical Administrative Assistant (CCMA)(Voucher Included)
- Certified Outpatient Coder (Voucher Included)
- HVACR Certified Technician
- Professional Bookkeeping with QuickBooks, Software Included

- Web Applications Developer
- Payroll Practice and Management (Voucher Included)
- SSCP Systems Security Certified Practitioner (Voucher Included)
- CompTIA Security+ Certification Training (Voucher Included)
- CompTIA A+ Certification Training (Voucher Included)
- ICD-10 Medical Coding
- CompTIA Healthcare IT Technician

- Certified Information Systems Security Professional (CISSP)
- Grant Writing
- Certified Wedding Planner
- Advanced Hospital Coding and CCS Prep
- CNA: Routing and Switching (Voucher Included)
- CBCS Medical Billing and Coding (Vouchers Included)

AND MANY MORE!

To see course descriptions, enroll or learn more, visit www.tctc.edu/JumpStart or call 864-646-1700.

BUSINESS ADMINISTRATION / IT

OPERATIONS

SIX SIGMA LEAN

Learn Six Sigma and gain the knowledge and tools necessary to help analyze data, improve business processes and control the future process to be more efficient and with minimal errors. Both programs are offered completely online to be taken at your own pace.

LEAN SIX SIGMA GREEN BELT  (Exam Cost Included)
Start Anytime. Hours: 120\$1,895

In this program, you will learn Lean Six Sigma process improvement projects from start to finish. As a Green Belt, you can deliver measurable, sustainable improvement by finding the root causes of problems and streamlining processes. Visit www.tctc.edu/onlinesixsigma.

LEAN SIX SIGMA BLACK BELT WITH 1-ON-1 PROJECT COACHING  (Exam Cost Included)

Start Anytime. Hours: 75\$2,695
Further develop your process improvement, project management and leadership skills using clear language and plenty of practical examples. You'll also receive 1-on-1 project coaching with a Master Black Belt to ensure that your project is completed properly and efficiently. Visit www.tctc.edu/onlinesixsigma.



SMALL BUSINESS/ENTREPRENEUR

STEPS TO STARTING A BUSINESS

This workshop provides basic information for anyone considering starting a small business or non-profit. Topics include:

- Myths and realities of being an entrepreneur
- Marketing considerations—customer targets, pricing, promotion, etc.
- Start-up funding
- Financial and accounting tool
- Business plan essentials

5/21R5:30–7:30 pm..... Pendleton FREE

7/23R5:30–7:30 pm..... Pendleton FREE

9/24R5:30–7:30 pm..... Pendleton FREE

REAL ESTATE

Considering a career in real estate? Classes are available for individuals interested in First Year Sales, Property Management, Post Licensing, Broker A & B Management courses or continuing education credits. Visit www.tctc.edu/RealEstate for more information.

RLS500 REAL ESTATE I: FIRST YEAR SALES—PRE LICENSE*

5/4–5/14M–R8:30 am–5:30 pm Pendleton \$479

5/12–6/30TR6–9:35 pm..... Pendleton \$479

6/8–6/18M–R8:30 am–5:30 pm Pendleton \$479

7/13–7/23M–R8:30 am–5:30 pm Pendleton \$479

8/3–8/13M–R8:30 am–5:30 pm Pendleton \$479

8/18–10/6TR6–9:35 pm..... Pendleton \$479

RLS501 ADVANCED PRINCIPLES IN REAL ESTATE*

5/18–5/22M–F9 am–3:30 pm..... Pendleton \$305

6/22–6/26M–F9 am–3:30 pm..... Pendleton \$305

7/13–8/12M–W6–8:40 pm..... Pendleton \$305

7/27–7/31M–F9 am–3:30 pm..... Pendleton \$305

8/17–8/21M–F9 am–3:30 pm..... Pendleton \$305

*Real Estate course prices subject to change.



BUSINESS ADMINISTRATION / IT

COMPUTERS AND IT

ENTRY-LEVEL IT CERTIFICATIONS TO JUMPSTART YOUR CAREER OR HELP YOU START A NEW ONE!

If you're curious about which IT certifications will provide the most job opportunities and help launch your tech career, look no further! According to online IT job postings, here are the top in-demand IT Certifications.

COMPUTER TECHNICIAN/A+ CERTIFICATION PREP

Learn the essentials of installing software, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, preventive maintenance, customer service, and communication skills. Also, class will prepare students for the CompTIA® A+® National Certification Exams. No class 11/3.

9/8–12/8..... T 5:30–9:30 pm Pendleton.....\$1,995

COMPTIA IT FUNDAMENTALS+ (Voucher Included)

Prove that you know today's technologies with CompTIA IT Fundamentals. From networking and cyber security essentials to hardware and software basics, IT Fundamentals demonstrates your readiness for the digital workplace. Certification: CompTIA IT Fundamentals+

ONLINE–Start Anytime 100 hours..... \$895

FOR MORE INFORMATION ON ANY OF OUR IT PROGRAMS, VISIT WWW.TCTC.EDU/IT.

CISCO CCNA CERTIFICATION TRAINING (Voucher Included)

One of the most sought after entry-level cyber security credentials. If you want to gain the foundational knowledge you need to enter the networking business, becoming a Cisco Certified Network Associate (CCNA) is an excellent career move.

ONLINE–Start Anytime..... 225 Hours\$2,495

COMPTIA NETWORK+ (Voucher Included)

Learn the fundamentals you need to obtain a CompTIA™ Network+ certification and start a career as a network technician. You'll master basic networking concepts and learn about network design, security, routing and switching, cloud computing, IPv6 and forensics, and common security practices.

ONLINE–Start Anytime 110 Hours..... \$1,895

COMPTIA SECURITY+ (Voucher Included)

IT security is paramount to organizations as cloud computing and mobile devices have changed the way we do business. With the massive amounts of data transmitted and stored on networks throughout the world, it's essential to have effective security practices in place. That's where CompTIA Security+ comes in to prepare candidates to fulfill these responsibilities. Get the Security+ certification to show that you have the skills to secure a network and deter hackers and you're ready for the job.

ONLINE–Start Anytime..... 80 Hours\$1,895

WEB DESIGN CERTIFICATE

Need a more flexible schedule? Our online Web Design Certificate program focuses on the foundation of web design, creating web pages, and marketing on the Internet.

New courses start each month. \$139 each
Starts May 13, June 17, July 15 or August 12.

CREATING WEB PAGES

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

INTRO TO CSS3 AND HTML5

Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

INTRO TO JAVASCRIPT

Build on your knowledge of HTML and CSS by learning to add interactivity to your Web pages with JavaScript code and jQuery.

INTRODUCTION TO PHOTOSHOP

Learn how to use Photoshop CS6, the world's best graphics program for photographers, to edit photos and create original images.

ACHIEVING TOP SEARCH ENGINE

Learn proven, step-by-step strategies to achieve higher positions with major search engines.

VISIT WWW.TCTC.EDU/WEB.

ACCELERATION LEARNING CENTER For Office Professionals



FAST, FOCUSED, FLEXIBLE

Classes start weekly!

- ✓ The **Acceleration Learning Center for Office Professionals** is a unique learning experience – instead of taking your classes in a traditional classroom setting with one instructor teaching one course at a time, you will take your classes in a lab setting where you will work on one class at a time independently or with other students.
- ✓ You will schedule your lab work with the instructor to meet your goals.
- ✓ An instructor-mentor is assigned to each lab and is available to assist you as needed.
- ✓ In addition, online access allows you to work from home or work, accelerating the pace of your course/program.

Choose a Certificate Option below:

- Bookkeeping and Payroll Specialist
- Business Office Support Specialist (BOSS)
- Computer Concepts
- Customer Service Specialist
- Medical Office Administrative Specialist with Essentials of Billing & Coding

Individual Classes Also Offered!

Microsoft Office: Word, Excel & PowerPoint, QuickBooks, Keyboarding, Windows, and More!

Value Added – Stackable Credentials

Ask us about our certification options!

- Microsoft Office Specialist (MOS)
- Customer Service Certification (ICSA)
- Certified Billing & Coding Specialist (CBCS)
- Certified Electronic Health Records Specialist (CEHRS)
- Certified Medical Administrative Assistant (CMAA)
- QuickBooks Certified User (QBCU)

Join Us for Our Open House!

- 9–10 am or 4–6 pm (Assessments end at 5:30 pm)
- May 5, May 19, June 2, June 16, June 30, July 14, July 28, August 11, August 25

Find out if you are eligible for a Workforce Scholarship!

**Call 864-646-1733 or
visit www.tctc.edu/ALC.**

HEALTHCARE

DIRECT PATIENT CARE



American
Heart
Association®

**AUTHORIZED
TRAINING
CENTER**

CPR / BASIC LIFE SUPPORT / HEALTHCARE PROVIDER

S 9 am–2:30 pm Pendleton \$79 (plus \$20 Book)

Dates: 5/9, 5/23, 6/13, 6/27, 7/11, 7/25, 8/8, 8/22

MEDICAL TERMINOLOGY

This course is a prerequisite for ECG, Phlebotomy and Medical Billing & Coding. It provides instruction in the skills needed for the proper building and dissecting of medical terminology; to have a clear understanding of standard rules using word parts to form medical terminology; to have an overview of medical terms in the context of basic anatomy and physiology; and to understand Latin and Greek word parts to interpret unfamiliar words. Book(s) additional.

5/18–7/8 MW 6–9 pm Pendleton \$489

8/3–9/23 MW 6–9 pm Pendleton \$489



HEALTHCARE PROFESSIONALISM

This course is a prerequisite for ECG and Phlebotomy. It discusses in detail the following topics: the key elements of professionalism; the health care industry and your role; your work ethic and performance; personal traits of health care professionals; relationships, teamwork and communication skills; cultural competence and patient care; professionalism and your personal life; the practicum experience; employment and professional development. Book(s) additional.

5/19–6/25 TR 6–8 pm Pendleton \$278

8/4–9/10 TR 6–8 pm Pendleton \$278

PHLEBOTOMY TECHNICIAN CERTIFICATE QJ

Phlebotomists are specialized clinical support assistants who collect blood and other samples from patients for examination in laboratories, the results of which provide valuable information for diagnosing illness. Duties include: collection and preparation of specimens; maintenance of collection areas and equipment and supplies; performance of record keeping duties. Upon successful completion of program requirements, students will be able to sit for Phlebotomy certification with ASCP. Course includes 60 hours of classroom & lab and 100 hours of clinical experience. Clinical hours will vary. Prerequisites required. Certification exam included. Book(s) additional.

7/20–10/28 MW 6-9pm AnMed \$1,268



ELECTROCARDIOGRAM TECHNICIAN (ECG) CERTIFICATE QJ

ECG Technicians are responsible for performing electrocardiogram tests in hospitals and physician offices. These tests are used to monitor and record electrical impulses transmitted by the heart. This course provides the student with instructions for collecting information and data about a patient's heart using electrocardiography. Topics include: identifying heart rhythms, operation of a 12-lead electrocardiograph machine, treadmill stress tests and use of a Holter monitor, legal and professional aspects of patient contact. Course includes 45 hours of classroom & lab plus clinical experience. Clinical hours will vary. Prerequisites required. National Certification exam and books included. \$5 materials fee not included in tuition cost.

5/5–7/10 TR 6–9 pm Pendleton \$1,268

NURSE AIDE CERTIFICATE WITH ALZHEIMER'S & DEMENTIA QJ VA

The Nurse Aide is the primary direct care giver in long-term care, home health, hospitals, and private duty services. This course, approved by the South Carolina Department of Health and Human Services (SCDHHS), contains a combination of classroom lecture, simulated laboratory care and hands-on clinical experience in a long-term care facility which qualifies you to take the SC Nurse Aide Competency Exam which is required to work in a variety of healthcare facilities and organizations. This course also includes the Alzheimer's and Dementia seminar. National Certification fees included. Book(s) additional. Prerequisites required.

5/18–6/22 MTWRF 8 am–Noon Pendleton \$1,345

Clinical times: 7:30 am–4 pm

6/15–7/23 MTWR 1–5 pm Easley \$1,345

Clinical times: 7:30 am–4 pm

7/6–8/18 MTWR 5–9 pm Pendleton \$1,345

Clinical times: 4 pm–9 pm

7/7–9/22 TR 1–5pm Pendleton \$1,345

Clinical times: 7:30 am–4 pm

8/24–9/29 MTWRF 8 am–Noon Pendleton \$1,345

Clinical times: 7:30 am–1 pm

HEALTHCARE

PATIENT CARE TECHNICIAN TRACK

Diversify your healthcare skills by enrolling in our PCT track to gain the knowledge and skills for this in-demand position. Obtaining these skills will expand your options for employment and make you a valued team member in the hospital, emergency department, physician practices, and other areas. Courses will include:

- Nurse Aide with Alzheimer's and Dementia
- Phlebotomy Technician
- Electrocardiograph Technician
- Patient Care Technician

National Certification fees are included with each course. Schedules may vary as you progress through the courses and may include morning, afternoon, and evening classes. Prerequisites required.

PATIENT CARE TECHNICIAN

This course will include a review of Nurse Aide, Phlebotomy and Electrocardiograph along with material pertaining specifically to Patient Care Technician. National Certification and book are included. Prerequisites required.

5/4-6/3 MW.....6-9 pm.....Pendleton \$613



IV THERAPY

This certificate program is designed to educate health care professionals in the principles and practice of intravenous therapy with an emphasis on venipuncture techniques, equipment, precautions, complication of intravenous therapy and nursing responsibilities. This course includes 6 hours of class and skills practice with a post course requirement to submit documentation of 3 successful IVs for the award of a 6-hour certificate in IV Therapy. All materials included.

Note: Due to South Carolina practice laws, only licensed or certified healthcare professionals may administer IV Therapy. Must provide proof of current certification.

Schedule to be announced.....Pendleton \$261
For more information, call 864-646-1700.

EMERGENCY RESPONSE

EMERGENCY MEDICAL TECHNICIAN CERTIFICATE QJ

Emergency Medical Technicians (EMTs) provide emergency care to the critically ill and injured at an emergency scene. Our EMT program is certified and regulated by the SC Department of Health and Environmental Control. Successful completion qualifies you to take the National Registry certification examination and become certified in South Carolina. This 200-hour program meets the new National Registry and SC DHEC/EMS standards. The NREMT Practical Exam is included. Book(s) additional. Prerequisites required.

5/12-11/10 TR6-10 pmPendleton \$1,617

HEALTH INFORMATION MANAGEMENT

MEDICAL BILLING AND CODING QJ

The main role of medical billing and coding specialists is to ensure health providers are paid for medical services rendered. They are responsible for the accurate flow of medical information and patient data between physicians, patients and third-party payers. Without them, healthcare businesses could not function efficiently. This course includes ICD-10, CPT, HCPCS and Health Insurance & Billing. Book(s) additional. Prerequisites required.

Schedule to be announced.....Anderson QJC \$1,466

MEDICAL OFFICE ADMINISTRATIVE SPECIALIST WITH ESSENTIALS OF BILLING & CODING QJ

CONTINUOUS START DATES

The Medical Office Administrative Specialist with Essentials of Billing & Coding is offered in the Acceleration Learning Center (see page 11). This program prepares students for entry-level employment in medical areas such as physicians' offices, clinics, hospitals, billing companies, outpatient care centers, ambulatory healthcare services, state and local government agencies, medical and diagnostic laboratories, nursing care facilities, etc. Upon successful completion of this program, students will be trained and prepared to effectively and proficiently handle the administrative operations within a medical facility.

Topics include: Computer Skills, Word Processing, Medical Terminology, Professional and Career Responsibilities, Interpersonal Communications, Records Management, Written Communications, Financial Administration (Includes bookkeeping, procedure coding, diagnostic coding, insurance claim submissions), and Managing the Office.

Upon completion of the Medical Office Administrative Specialist Certificate program, you will be prepared to take the Certified Medical Administrative Assistant (CMAA) national certification exam, offered by National Healthcare Association (NHA). For more information, call 864-646-1733.

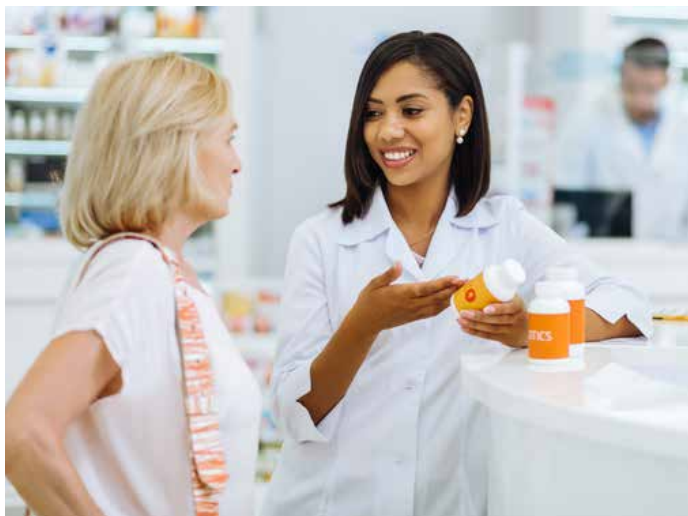
HEALTHCARE

PHARMACY TECHNICIAN

PHARMACY TECHNICIAN

Pharmacy Technicians work side by side with pharmacists in every pharmacy setting to provide assistance in prescription preparation, customer service, and pharmacy management. Students will learn the skills necessary for prescription preparation and basic pharmacy management which requires studies in pharmacy calculations, aseptic and nonsterile compounding, state and federal pharmacy law, medication safety and use, and communications. Students will be exposed to the various aspects of pharmacy practice not only in the classroom but also in simulation laboratories and experiential opportunities.

The Pharmacy Technician Program is accredited by the American Society of Health-System Pharmacists (ASPH). The program at TCTC is also a Pharmacy Technician Certification Board (PTCB) recognized Sterile Compounding Education & Training Program for the CSPT



(Certified Compounded Sterile Preparation Technician) Certification.
Book(s) additional.

5/26 Pendleton..... \$7,325

For more information, call 864-646-1700.

PERSONAL TRAINER



Are you looking to become a Certified Personal Trainer? The National Academy of Sports Medicine (NASM) is the premier certification for Personal Trainers in the United States. This is a 78-hours course with 32 hours being online and 46 hours being a mixture of class, lab and experiential training. Students who successfully complete this course will become certified with a NASM Personal Trainer Certificate as well as receiving a NASM Certificate of Distinction for successfully completing the program through Tri-County Technical College. Testing is included in tuition. Prerequisite required: BLS for Healthcare Providers (CPR).

As a Certified Personal Trainer, your workplace options will vary depending on your career interest as a Trainer. Potential employment and workplace options include:

- **Fitness and Recreational Centers:** Your job will involve creating training plans, overseeing workouts, and monitoring progress for multiple clients.
- **Civic and Social Organizations:** Organizations like the YMCA/YWCA employ Trainers who have a passion for fitness and a desire to provide useful health information.
- **Hospitals and Rehabilitation Centers:** For patients who are recovering from injuries, many hospitals and rehabilitation centers will employ Personal Trainers to work with rehabilitating patients. Prerequisite required: BLS/CPR for Healthcare Providers.
- **Self-Employment:** For Trainers who are also comfortable marketing and promoting themselves, self-employment can be a great career option.

QJ ☀ Schedule to be announced Pendleton.....\$1,595

For more information, call 864-646-1700.

DO YOU LOVE BEING OUTSIDE?

Gain a Certification as a Heavy Equipment Operator



"The Heavy Equipment program prepared me for employment, and I enjoyed learning about the program and operating the different pieces of equipment."

—PETER BISCUTI

**QUICK
JOBS**
Training that works.



Local Employers Are Hiring! Excellent Salary Potential!

With support from our local employer partners, we are offering the Heavy Equipment Operator training. The training will carry nationally-recognized certifications from the National Center for Construction Education and Research (NCCER).

Course 1: Basic Construction Skills -NCCER Core Safety, OSHA 10, and American Heart Association (CPR.) **Course 2:** Heavy Equipment Level 1 with modules of Skid Steer, Front End Loader, Roller/ Compactor and Mini Excavator.

Job Placement assistance will be provided during the course. Scholarships are available for those who qualify.

For more information, attend one of our Open Houses, visit www.tctc.edu/HEO, or call 864-646-1700.



5/11-7/2, 6/22-8/13 & 8/3-9/24.....M-R, 8 AM-5 PM and F, 8 AM-2 PM.....Anderson QJC.....\$4,390



CONSTRUCTION

ELECTRICAL WIRING CERTIFICATE QJ

Take all 4 Electrical Wiring classes & save!

All 4 \$1,899 (Includes Mandatory Books)

Homes, businesses, and factories require more wiring than ever before, and electricians will be needed to install the necessary components. Learn installation of residential and commercial/industrial electrical circuits. Employment of electricians is projected to grow 19% from 2012–2022, faster than the average for all occupations. Book(s) additional. For more information, call 864-646-1700.

Electrical Wiring I: Residential

As you prepare for a career as an electrician, Electrical Wiring I of the electrical wiring series will provide training in the installation of residential electrical circuits. Students will learn basic electrical wiring concepts, electrical theory, Ohm's law and types of services for residential applications.

9/1–10/1 TR 6–9 pm Pendleton \$450

Electrical Wiring II: Residential

As you prepare for a career as an electrician, Electrical Wiring II of the electrical wiring series will provide training in the installation of residential electrical circuits. Students will expand their knowledge of the National Electrical Codes, calculations, wiring devices and troubleshooting

10/6–11/10 TR 6–9 pm Pendleton \$450

No class 11/3

Electrical Wiring III: Commercial

Students preparing to take Electrical Wiring III: Commercial need to have taken Residential Electrical Wiring I & II or have two years of experience in the field before taking Electrical III. At the end of this course, students will understand the basics of commercial wiring. Topics include: 1) Electrical Safety; 2) Ohm's Law including series and parallel circuits; 3) Proper conductor sizing; 4) Voltage drops; 5) Electrical grounding; 6) Raceways; and 7) Conduit bending.

11/17–12/19... TR 6–9 pm Pendleton \$450

No class 11/26

Electrical Wiring IV: Commercial

Students preparing to take Electrical Wiring IV: Commercial classes need to have taken Residential Electrical Wiring I & II and Electrical Wiring III: Commercial or have two years of experience in the field before taking Electrical Wiring IV: Commercial. At the end of this course, students should be able to enter the commercial field as a journeyman. Topics include: 1. Sizing raceways (bending conduit, junction boxes, etc.); 2. 3-Phase Power; 3. 3-Phase Transformers; 4. Motor control circuits; 5. Motor installation; 6. Refrigeration and hermetic systems; 7. Basic troubleshooting.

1/7/21–2/9/21 TR.....6–9 pm Pendleton \$450

JOURNEYMAN/MASTER ELECTRICIAN EXAM PREP

You will study the National Electrical Code as you prepare to take the license examination. Two years of experience under the supervision of a licensed electrician is required to sit for the license examination.

9/9–12/16..... W 6–9 pm Pendleton \$599

No class 11/25

RESIDENTIAL BUILDER LICENSE EXAM PREP

Prepare for the SC Residential Home Builder Exam. Learn how to utilize the State-approved reference books as a quick-reference guide to help pass the exam. Topics include building construction methods, materials quantity take-off/estimating, insurance, and other incidental requirements. Minimum requirements must be met before registering for the examination. Textbooks and license fees not included. In addition, a calculator (TI-30 or equivalent) is required.

6/1–6/11 M–R.....6–9 pm..... Pendleton..... \$399

10/5–10/15.... M–R.....6–9 pm..... Pendleton..... \$399

CERTIFIED FIBER OPTIC TECHNICIAN CERTIFICATIONS QJ

Designed for anyone interested in learning basic fiber optic networking and becoming certified by the Fiber Optics Association (FOA). For more information, visit www.tctc.edu/Fiber or call 864-646-1700.

Certified Fiber Optic Technician (CFOT)

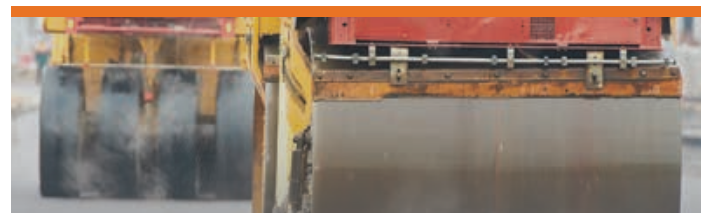
7/27–7/29 M–W.... 8 am–5 pm..... Pendleton..... \$950

Certified Fiber Optic Specialist/Testing & Maintenance (CFOS/T)

7/30–7/31 RF..... 8 am–5 pm..... Pendleton..... \$850

Certified Fiber Optic Specialist/Splicing (CFOS/S)

8/1 S..... 8 am–5 pm..... Pendleton..... \$850



PRE-HIGHWAY CONSTRUCTION INSPECTOR/ TESTING TECHNICIAN QJVA

Don't want to be stuck in an office all day? Learn about equipment, concepts, specifications, and testing procedures to become a highway construction inspector. You will receive both classroom and hands-on training as well as attempt all testing requirements. Available for SCDOT Asphalt Roadway Technician certification, SCDOT Earthwork & Base Course Technician certification, and SCDOT Hot Mix Asphalt Level 1 Quality Control Technician certification.

For more information, visit www.tctc.edu/PreHwy or call 864-646-1700.

**NOW
ENROLLING!**

Power Line Worker Certification Program

The Power Line Worker curriculum includes: OSHA Construction Safety, American Heart Association CPR, NCCER Core Safety, NCCER Power Lineman Level I, Optional: Commercial Driver's License (CDL A).

Classes include: power line worker safety, introduction to electric current and electric theory, climbing wooden poles, tools of the trade, aerial framing, utility service equipment, rigging, setting and pulling poles, trenching, excavating and boring equipment, introduction to electrical test equipment, alternating current and three phase, cable and conductor install and removal

SCHOLARSHIPS AVAILABLE!

ATTEND AN OPEN HOUSE, VISIT WWW.TCTC.EDU/POWER OR CALL 864-646-1700.

QJ 6/8-8/27 & 8/17-11/6 M-R..... 8 AM-5 PM
F 8 AM-2 PM Anderson QJC \$3,579

”

“I really enjoyed the hands on aspect of the program. We had the opportunity to not just learn on how it's done but to physically do it. I felt that it was very beneficial for the training. I really liked the fact that Tri-County provided us with the equipment needed to give us the basic training to start our new careers. The instructor was very knowledgeable in the trade. Overall, I didn't just learn, I actually had a great time.”

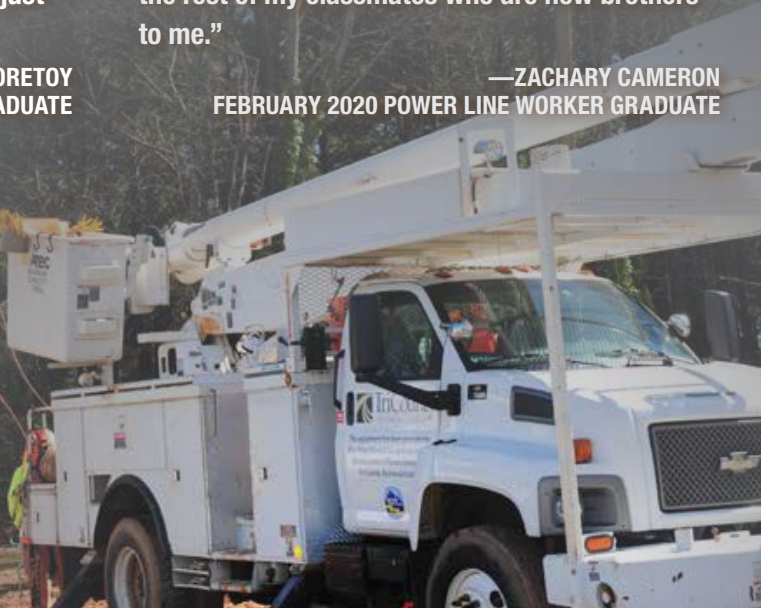
—IGOR GORETOY
FEBRUARY 2020 POWER LINE WORKER GRADUATE

“I made great strides in achieving goals that I never thought I could. James, Instructor, taught me many things but the main thing was to trust myself and not give up when things get hard. It took me almost a week to get to the top of the pole but James was there to encourage me. Now, I am comfortable at the top thanks to James and the rest of my classmates who are now brothers to me.”

—ZACHARY CAMERON
FEBRUARY 2020 POWER LINE WORKER GRADUATE

“The Power Line Worker Rodeo was an absolute blast especially talking with the companies and getting their feedback. I would 100% recommend the class. I have a friend that is going to start the class and he's very excited. This is probably the best thing I've done and definitely one of my biggest accomplishment; Thanks for the opportunity.”

—LUKE BURTON
FEBRUARY 2020 POWER LINE WORKER GRADUATE



INDUSTRIAL TECH / MANUFACTURING

INDUSTRIAL / MANUFACTURING

10-HOUR OSHA GENERAL INDUSTRY STANDARDS

This course, designed for industry personnel, presents detailed information on how the provisions of the OSHA standards may be implemented in the workplace. Rights and responsibilities under the OSHA Standard, the appeals process, and record keeping are covered. The course also includes an introduction to OSHA's general industry standards and a review of the requirements of the more frequently referenced standards.

2-Day Training: 5/14–5/15

9 am–4 pm \$249



POWERED INDUSTRIAL TRUCK TRAIN THE TRAINER

Students will learn to conduct training for operators of fork lifts and other powered industrial trucks. Course content includes the OSHA standard with a focus on training requirements, handouts, quizzes, tips for the demonstration requirement, and guidelines for setting up and conducting operator driving evaluations.

2-Day Training

8 am–5 pm ITC \$595

On-site training available. Contact 864-646-2039 for scheduling.

MECHATRONICS QJ

Mechatronics courses combine various skills to teach students a comprehensive approach to developing solutions for work-specific applications. The curriculum combines a host of integrated skills that can be applied to a variety of job contexts. Skills found under the mechatronics technology umbrella build on practical knowledge the integration of motor controls, instrumentation, electronics, and PLCs.

24 hours 9 am–5 pm Pendleton \$895

See page 19 for schedule.

CNC OPERATOR QJ

The CNC Operator course is designed to develop skills required for CNC operators in the machining industry. The curriculum covers all aspects of CNC manufacturing at the basic level. During the course, students



will be exposed to shop equipment and the shop environment, applying what they learn. Lecture is integrated with hands-on lessons in the shop to develop a greater understanding of CNC machining.

Begins 8/10 • Scholarships Available

M/W for 18 Weeks 5 pm–8:30 pm ITC Campus \$2,500

ANALYTIC TROUBLESHOOTING

Participants will be able to demonstrate an understanding of the basic principles of Problem Solving and Decision Making using the Kepner-Tregoe model. This course teaches the participants by using a blended approach of lecture, examples, case studies and actual problems brought in from the workplace.

32 hours 9 am–4 pm \$995

On-site training available. Contact 864-646-2039 for scheduling.

SUPERVISOR CERTIFICATION

This course is designed to introduce the new supervisor to necessary skills for their new job, or hone the skills of the experienced supervisor. A blend of traditional concepts and emerging insights, this course addresses the most critical challenges in business today, such as globalization, transitional and temporary employees, virtual employees, outsourcing, and downsizing. Special attention to diversity and ethics also helps students develop a better sense of real-world situations. Also covers communication, decision making, conflict resolution, and other essential supervisory skills.

Begins 7/14 for 15 Weeks

45 hours T 1–4 pm \$1,200

OPERATOR OPTIMIZATION

A world class approach to maximize the effectiveness of operational assets and processes. With O2 production, operators share the responsibility for the condition of the performance of machinery and equipment, reducing downtime, breakdowns, and stoppages. Includes: TPM, OEE, Visual Maintenance, machine circuits, Mechanical principles.

5/18–5/20 • 6/22–6/24 • 7/20–7/22 • 8/24–8/26

M–W 9 am–5 pm \$895

MECHATRONICS TECHNICIAN TRAINING



TRAINING IS DESIGNED TO UPDATE AND BUILD SKILLS FOR TODAY'S TECHNICIAN. TRAINING IS PROBLEM SOLVING/ PROJECT BASED AND EMPHASIZES CRITICAL THINKING.

- Costs \$895 per class
- Cost includes all materials and supplies
- 24 hours
- Can be taken intermittently
- Training labeled 1, 2 must be taken in order

TRAINING INCLUDES:

5/4–5/6Motor Controls

6/8–6/10PLC II

7/6–7/8Mec Lab

8/10–8/12Fluid Power

TO REGISTER, CALL 864-646-1700.

CORPORATE BILLING IS AVAILABLE BY CONTACTING 864-646-2039

INDUSTRIAL TECH / MANUFACTURING

MANUFACTURING SKILL STANDARDS COUNCIL

**Gain a Nationally Recognized Certification
in Just 4 Weeks**

You will learn essential skills for high-demand jobs in advanced manufacturing. While you're at it, you can receive an industry recognized national certification as a Certified Production Technician, CPT, that can increase your employability for high-demand, well-paying jobs in our area. Area manufacturers are hiring out of this class!



Schedule to be announced.....Pendleton..... \$2,500

For more information, call 864-646-2039 or attend an Open House.



EMPLOYEE AND LEADERSHIP DEVELOPMENT

The Center for Workforce Excellence provides training and services to manufacturing, service industries, government agencies, and employees on topics such as Supervision, Management and Team-Building. Specific and customized training is also available to upgrade the technical skills of industrial employees.

**LEAN TRAINING & IMPLEMENTATION
OSHA 10 OR 30 • LEADERSHIP DEVELOPMENT
WORKPLACE COMMUNICATION
PROBLEM SOLVING • CONFLICT RESOLUTION**

For more information regarding course schedule and pricing, contact 864-646-2039.

LIFE AND LEISURE

DIGITAL PHOTOGRAPHY I

Do you know everything about your camera? Looking to learn how to be a great photographer? By taking this introductory course, you'll learn digital camera operation and photographic fundamentals. Topics include: Basic introduction to the features of the camera including an overview of the buttons on the outside of the camera and discussion about the most used menus in the camera. You'll learn how to set up your camera and get off the automatic setting for creative control of your pictures. In addition, you'll learn exposure fundamentals and how to use the functions of your camera to create photographs you want others to see. Additional class discussions include light, film, exposure, light meter, aperture, shutter, ISO, the lens, depth of field, and the digital camera functions white balance, histogram and setting file format size. Any film or digital camera can be used; however, the preferred camera should be an adjustable 35mm SLR with manual capability. BOOK: *Understanding Exposure, 4th Edition: How to Shoot Great Photographs with Any Camera*, Bryan Peterson, ISBN 978-1-60774-850-2.

9/9-11/25..... W..... 6-8:30 pm..... Pendleton..... \$299

DIGITAL PHOTOGRAPHY II

Apply techniques learned in Digital Photography I to further creative technique using motion control and depth of field. Emphasis is on composition, seeing light, using scene elements to express depth and dimension, creative exposure control, and continuing to improve both technique and knowledge of the photographic process. Any film or digital camera can be used; however, the preferred camera should be an adjustable 35mm SLR with manual capability. Prerequisite: Digital Photography I.

BOOK 1: *Understanding Exposure, 4th Edition: How to Shoot Great Photographs with Any Camera*, Bryan Peterson, ISBN 978-1-60774-850-2. BOOK 2: *Learning to See Creatively, Third Edition: Design, Color, and Composition in Photography*, Bryan Peterson. ISBN: 978-1607748274

1/13/21-3/31/21 W.... 6-8:30 pm..... Pendleton..... \$299



CULINARY

Essentials of the Professional Kitchen

CULINARY CERTIFICATE

GET STARTED IN A CAREER IN CULINARY ARTS!

The Essentials of the Professional Kitchen Culinary Certificate Program is designed to equip you with basic skills in culinary arts for the professional kitchen. The program provides instruction in culinary concepts and terminology, kitchen safety and sanitation, equipment usage, basic nutritional guidelines, standard and metric measurements, food costing, and theory and practice in the production of culinary products. Topics emphasize fundamental cooking techniques and preparation methods for hot foods, breakfast items, salads, sandwiches, dressings, breads and pastries.

You'll learn about the interesting, multifaceted careers available in the restaurant industry. You'll be taught how restaurants run in both front and back of the house operations. You'll begin by developing knife skills and progress to learning cooking methods for different foods and gain hands-on experience in a modern up-to-date kitchen. Also, you'll be certified in sanitation and will develop both individual and team culinary skills through small- and large-scale food production.

For more information or to be placed on the interest list, call 864-646-1700.

WORKFORCE SCHOLARSHIPS AVAILABLE!



9/14/20–3/2/21 MT 6–9 PM Pendleton \$2,750

* No class 11/3/20, 12/23/20–1/3/21, 2/16/21

FREE PROGRAM

AARP®
FOUNDATION

Are You 50 or Over and Looking for Full-Time Work?

Start the next step of your search with **BACK TO WORK 50+** at Tri-County Technical College. Our team can help you update your job search strategies, practice for interviewing and networking, and enroll in training programs that employers value.

CALL TOLL FREE (855) 850-2525.

REGISTER FOR A SMART STRATEGIES FOR 50+ JOBSEEKERS WORKSHOP WHERE YOU CAN:

- Learn about the 7 Smart Strategies you need to get back into the workforce.
- Apply for the Back To Work 50+ Coaching & Training Program.
- Receive a free job search guide.

DATES AT TRI-COUNTY TECHNICAL COLLEGE

5/5 T 4–6:30 pm Pendleton Campus
6/4 R 2–4:30 pm Pendleton Campus
8/4 T 4:30–7 pm Pendleton Campus

TRANSPORTATION / LOGISTICS

TRANSPORTATION

COMMERCIAL TRUCK DRIVING (CDL) QJ VA

Interested in a career in the trucking industry where the jobs are plentiful? Jobs with good pay and benefits are available for commercial drivers.

Trucking companies actively recruit students from our classes and we have a 97% placement rate. Class A and B courses begin on the same start date. Night driving is required for day classes. Class A consists of 160 hours of training. Class B consists of 70 hours of training, and Class B Dump Truck consists of 80 hours of training. Night classes are available—inquire for details at 864-646-1700.

CLASSES START MONTHLY!

Class A Day Class*

M–R 8 am–5 pm Anderson QJC \$4,429
F 8 am–2 pm Anderson QJC

Class A Night Class*

M–R 5:30–10:30 pm.... Anderson QJC \$4,429

Class B Day Class*

M–R 8 am–5 pm Anderson QJC \$2,290
F 8 am–2 pm Anderson QJC

Class B Night Class*

M–R 5:30–10:30 pm.... Anderson QJC \$2,290

Class B Dump Truck Day Class*

M–R 8 am–5 pm Anderson QJC \$2,875
F 8 am–2 pm Anderson QJC

Class B Dump Truck Night Class*

M–R 5:30–10:30 pm.... Anderson QJC \$2,875

* For current course dates/schedules, visit www.tctc.edu/Truck or call 864-646-1700. Some Saturdays may be required with the night classes.

Requirements: 10-year driving record, DOT physical, CDL beginner's permit, copy of Social Security card, current SC Driver's License, and DOT drug screen (administered the first day of class). If you do not pass the DOT drug screen, federal regulations indicate that you will NOT be allowed to stay in the program.

In addition to the CDL training, the following courses/services are offered:

- 40-Hour Refresher Course (Must possess a current CDL)
- Defensive Driving for Truck Drivers
- Permit Class
- Yard Operations
- Passenger Endorsement

Projected national job growth for trucking is expected to be 19% from 2010-2020. For complete class listings, course descriptions and schedules, visit www.tctc.edu/Truck.

DEFENSIVE DRIVING (POINT REDUCTION)

Successful completion of this course will remove up to four points (except DUI) on a SC driver's license by the S. C. Department of Highways and Public Transportation. You will learn how to avoid accidents by recognizing situations where accidents are most likely to occur and how to react defensively. The Defensive Driving course is developed by the National Safety Council and taught by NSC Certified Instructors.

For additional information or to register, contact 864-646-1700, 1-866-269-5677 EXT 1700, or visit www.tctc.edu/learn.

All classes are 8 hours in length. Fee: \$94

5/9 S 8:15 am–5:15 pm Pendleton
5/18–5/19 M–T 6:00 pm–10:00 pm Anderson
6/13 S 8:15 am–5:15 pm Pendleton
6/27 S 8:15 am–5:15 pm Pendleton
7/11 S 8:15 am–5:15 pm Pendleton
7/25 S 8:15 am–5:15 pm Pendleton
8/08 S 8:15 am–5:15 pm Pendleton
8/22 S 8:15 am–5:15 pm Easley

MOTORCYCLE SAFETY

Motorcycle Safety Training is held at the Anderson QuickJobs Center in cooperation with the SC Rider Education Program. The course is for individuals who want to learn basic motorcycle techniques and/or to sharpen their current skills. A valid driver's license is required during the first class meeting.

Please note that a three-hour online e-course is required before the first class. A code will be emailed to you for access to the e-course. Certificate of e-course completion must be presented to instructor during the first class. Must pass both a written and riding assessment to receive a completion certificate.

Basic Motorcycle Class

Anderson QJC, \$279 (\$299 effective July 1)

Fri., 6–10 pm; Sat., 8 am–4 pm; Sun., 8 am–4 pm

Dates: 5/1, 5/2, 5/3; 5/8, 5/9, 5/1; 5/15, 5/16, 5/17; 6/5, 6/7, 6/8; 6/12, 6/13, 6/14; 6/19, 6/2, 6/21; 7/1, 7/11, 7/12; 7/17, 7/18, 7/19; 7/24, 7/25, 7/26; 8/14, 8/15, 8/16; 8/21, 8/22, 8/23

SPONSORED BY



For more information, visit www.tctc.edu/learn or call 864-646-1700.

TRANSPORTATION / LOGISTICS

LOGISTICS

LOGISTICS CREDENTIALS FOR PROSPECTIVE & FRONT LINE EMPLOYEES WORKING IN FACTORIES, WAREHOUSES, TRANSPORT AND DISTRIBUTION CENTERS



Tri-County Technical College's new Logistics programs cover nationally validated skills required for supply chain and logistics. Credentialing is offered by the Manufacturing Skill Standards Council (MSSC) to include the Certified Logistics Associate (CLA) and Certified Logistics Technician (CLT).

COURSES OFFERED IN PERSON OR ONLINE

CERTIFIED LOGISTICS ASSOCIATE (CLA)—FUNDAMENTALS

VA (Online & Instructor-Led formats offered)

This course covers the global supply chain logistics life cycle, logistics environment, material handling equipment, safety principles, safe material handling and equipment operation, workplace communications, quality control principles, teamwork, and workplace behavior to solve problems. This course is a prerequisite for CLT. Materials included.

8/31–9/30MW5:30–8:30 pm
Pendleton/Online\$975

CERTIFIED LOGISTICS TECHNICIAN (CLT) **VA**

(Online & Instructor-Led formats offered)

This is an advanced class for obtaining the Certified Logistics Technician Certification. Topics include product receiving, product storage, order processing, packaging and shipment, inventory control, safe handling of HAZMAT materials, evaluation of transportation modes, dispatch and tracking, and metric conversion. Prerequisite: Successful completion of CLA is required. Materials included. Prerequisite: CLA.

11/9–12/9MW5:30–8:30 pm
Pendleton/Online\$975

FORKLIFT OPERATIONS & SAFETY (STAND-UP/SIT DOWN)

Individuals will learn forklift operation, maintenance and safety. Course includes a review of OSHA regulations, safe operating guidelines, and hands-on practice and evaluation. Evaluation results are provided to the employer. Include practice on simulator and varying forklifts—sit down, standup, varying reach.

10/19–11/4MW5:30–8:30 pm
ITC.....\$299

LEAN FOR WAREHOUSE/DISTRIBUTION

Topics include: Introduction 5S and Visual Control, the 5S' Sort, Set, Shine, Standardize & Sustain, and Visual Control Into Practice.

10/1–10/6TR5:30–8:30 pm
Pendleton/Online\$179

OSHA 10-HOUR GENERAL INDUSTRY STANDARDS

Topics to be covered include: Walking and Working Surfaces, Exit Routes, Emergency Action Plans, Fire Prevention and Protection, Electrical, Personal Protective Equipment, and Hazard Communication.

10/13–15TW5:30–8:45 pm
R5:30–9:45 pm
Pendleton/Online\$249

Bundle all of the Logistics classes to earn an additional certificate, South Carolina Certified Logistics Technician: \$2,675 **QJ**

For more information, call 864-646-1700.

YOU'RE INVITED! OPEN HOUSE!

MAY 5

MAY 19

JUNE 2

JUNE 16

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